Company Preferences - Purchasing

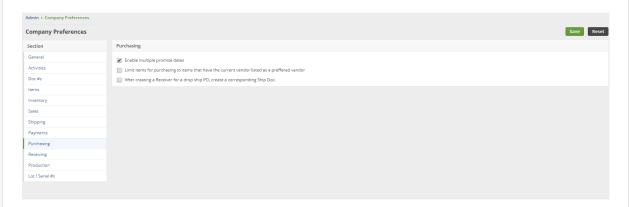
Last Modified on 01/12/2024 2:51 pm EST

Purchasing

Under the Purchasing company preference, you will be able to manage your promised dates, purchasing from preferred vendors and drop ship Purchase Orders.

Select the appropriate selection for your Purchasing preference:

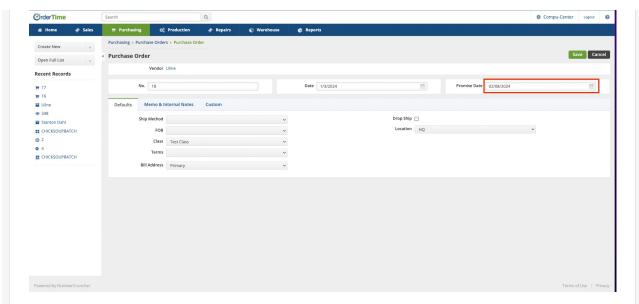
- Enable multiple promise dates.
- Limit items for purchasing to items that have the current vendor listed as a preferred vendor.
- After creating a Receiver for a drop ship PO, create a corresponding Ship Doc.
- Default Location . The default location for all purchase orders.



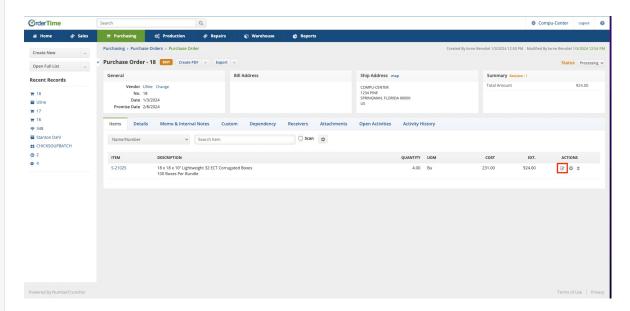
Click Save when done.

Adding Multiple Promise Dates

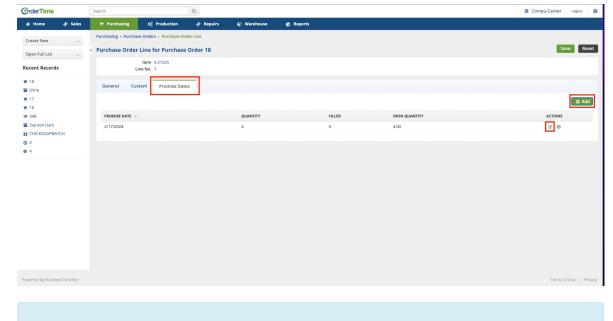
• After the PO has been created, initiate the initial promise date on the PO creation page.



- To add extra promise dates, navigate to the line item editing page.
- Click the "Edit Line Item" button.



- Move to the Promise Dates tab.
- Click "Add" to insert additional promise dates.



Assign the amounts to the respective dates if need be thought clicking the editing button to the of the of the .

• Confirm the changes, and you should be all set.

